

## CHECKLIST: OUT-OF-STATE SCHOOLS

School: \_\_\_\_\_

Effective Date: \_\_\_\_\_

The following materials shall be submitted and become a part of the application:  
Section 12-59-111(2)(a-I), C.R.S. and Rules VI E (1-4).

- \_\_\_\_\_ A. Out of State Application and \$1000 application fee.
- \_\_\_\_\_ B. Surety bond in the sum of \$50,000.
- \_\_\_\_\_ C. Application(s) for out-of-state agents permit with accompanying fee of \$550.
- \_\_\_\_\_ D. Copies of documents relating to the school's authorization to operate in its home state.
- \_\_\_\_\_ E. Copies of any accreditations or other approvals held by the school, if applicable.
- \_\_\_\_\_ F. A published catalog containing the information required in the Rules & Regulations. Catalog must contain statement, "Agents licensed by the Colorado Department of Higher Education, Private Occupational School Board."
- \_\_\_\_\_ G. Copies of all media advertising and promotional literature intended for use in Colorado, which include the school name, address, telephone number, and location where training will be offered.
- \_\_\_\_\_ H. Copies of all student enrollment agreements or other instruments evidencing indebtedness and intended for use in Colorado, which must comply with the provisions specified in Colorado Rules and Regulations.
- \_\_\_\_\_ I. The name and Colorado address (no P.O. Box) of designated agent upon whom any process, notice or demand may be served.
- \_\_\_\_\_ J. Disclaimer statement notifying students to check with appropriate Colorado regulatory agencies to confirm program/course work will satisfy initial or renewal licensing or certification of that agency.

Comments: \_\_\_\_\_

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School Director

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Date